

## **5<sup>th</sup> Meeting of Fort River School Building Committee**

**4:30 PM, Monday, March 12, 2018**

**Fort River Elementary School Library  
70 South East Street, Amherst, MA 01002**

**NOTE: This meeting is recorded by Amherst Media and made available to the public via [amherstmedia.org](http://amherstmedia.org) and [youtube.com](http://youtube.com).**

### **AGENDA**

1. Call to Order.
2. Approve Minutes of Previous Meeting.
3. Public Comments.
4. Choose New Chair.
5. Committee Membership Update to Fill Vacancies.
6. RFQ Draft.
7. Feedback on Website.
8. Further Discussion of Environmental Study.
9. Discuss Managing Requests for Press Comments.
10. Summarizing Objectives.
11. Adjourn.

### **IN ATTENDANCE (\* voting member)**

Jonathan Salvon, Interim Chair*	Kristine Royal*
Diane Chamberlain*	Eric Nakajima*
Maria Kopicki*	Jim McPherson*
Anthony Delaney, Town of Amherst	Heather Sheldon*
Michael Morris, Superintendent	

### **MINUTES**

#### **1. Call to Order.**

The meeting is called to order at 4:33PM by Interim Chair Mr. Salvon. He announces that the meeting is being videotaped by Amherst media and passes out the agenda (**Document 1**).

#### **2. Approve Minutes of Previous Meeting.**

Approved.

#### **3. Public Comments.**

There are no public comments.

#### **4. Choose New/Interim Chair.**

One consideration raised is waiting to vote until the three existing committee vacancies are filled. This poses a technical problem since Mr. Salvon has to leave today at 5:30. In this case, a vice-chair would be elected. Mr. McPherson motions to allow the option for someone to volunteer as vice-chair. Seconded. Mr. Salvon opens for a vote. Motion passes. More questions raised: 1) Are a full two hours needed to discuss issues every other week? 2) Are we electing an interim or long-term vice-chair? It is agreed that long-term would be better. Ms. Kopicki motions to elect Mr. Nakajima as vice-chair; seconded. Motion passes.

#### **5. Committee Membership Update to Fill Vacancies.**

There has been no progress made on this issue since the last meeting. Ideally a teacher and a staff person would be on the committee. The issue will be raised again at the next meeting because it needs to be discussed at the Amherst School Committee meeting. The vacancies are open to all three Amherst elementary schools. Item on hold.

#### **6. RFQ Draft.**

Mr. Delaney sent out a new draft of the RFQ (**Document 2**). Part 1 and 3(especially) need feedback. Part 3 will examine who becomes a finalist, and how those finalists are ranked. Considerations raised: MSBA templates from other towns; architectural component; lump sum fee; project objectives. Ms. Royal verbally reports figures for: payment for Amherst Media; testing spring and fall; additional testing for asbestos; third party intended cost reconciliation; advertising; surveyor; legal counsel; owner's contingency fee. The leftover for designer's fees would be \$150,000. Comparisons are drawn to the Wildwood project. Another consideration is the roof, which Mr. Morris says there is already a 50-page analysis on, with problems identified. Consideration: the contractor should have experience specifically dealing with projects like LEED and CHPS and 2030 Building Challenge. A green building analysis will also be needed, since green certification and environmental analysis are two different things. The design team can help choose which certification would be most appropriate. Language consideration: "new building and additions" vs. "new construction" need to be differentiated. Special focus on **Part III** of draft ("Minimum Qualifications"). Mr. Delaney asks for feedback on the evaluation criteria. Ideas given for criteria: professional experience (how many years in field?); individual's qualifications; past performance on given green certification; location. Considerations: loose language ("there *may* be interviews") should be clearer; minority- and women-owned businesses setting a specific percentage as a minimum threshold. People want to hear how the selection committee will be appointed. Mr. Delaney's impression is that the committee will nominate whomever they want on the selection committee and the town manager will approve it. The selection committee can be a subset of FRSBC. The committee then discusses the process of application and interview for bidders. All initial bidders will submit ideas, then three finalists present to the town manager. Consideration: committee should interview the finalists (everyone agrees). It is clarified that the committee does not pay for pre-proposal costs, so bidders should definitely interview. Given open meeting laws, only minor details may be changed on draft outside of committee meetings. Deliberation on substantive points cannot happen outside of public. It becomes clear that the RFQ task force will need to meet again, and committee members non-verbally agree to try and get something scheduled next week. Ms. Royal reports on the timeline: milestones

have not yet been projected, but once the committee has the estimated fee (around \$20,000/month) that will help define the timeline.

#### **7. Feedback on website.**

One suggestion is to use the website to upload meeting documents instead of sending them as attachments in emails. Some members of the committee expressed wanting documents both uploaded on the website and sent in email. Drafts were another item: all drafts should be public; there should be a format for identifying drafts (e.g., with a 'draft' watermark in the background). Ms. Royal proposes adopting a consistent naming system for delineating what is current and what is a draft. Another suggestion is to list the committee members with their names, roles and time spent serving. Vacancies should be advertised.

#### **8. Further Discussion of Environmental Policy.**

Considerations: Package of 14 tests for \$20,000; adding Radon to the list of things to be tested; date of test (the "wettest day in April" is proposed); publishing documents regarding the updates on timing for contract planning; holding another meeting to vote on items listed; sending out needs survey through individual's email (with reply directed to committee's email).

#### **9. Managing Requests for Comments from Press.**

Ms. Dujovne reopens the idea of having a spokesperson distinct from the chair, in order to relieve some of the chair's duties. A few members note that the discussion might be postponed until more members are present. The press release is posted to the website, but should also be sent to the local papers. Consideration: adding to the agenda the approving of the community outreach timeline.

#### **10. Summarizing Objectives.**

Mr. Nakajima recapitulates the items to be addressed: put communication on agenda for approval; approve IFB for environmental policy; committee composition/appointments; RFQ draft and evaluation committee; managing press.

#### **11. Adjourn.**

Motion to adjourn. Seconded. Unanimous consent.

## **DOCUMENTS**

### **1. Agenda**

Fort River School Building Committee

Meeting 5

Monday, March 12, 2018

4:30-6:30pm

Meeting being taped for broadcast on Amherst Media

LOCATION PENDING (Backup: Fort River Library)

#### **Agenda**

Call to Order

Approve minutes of previous meeting

Public Comment

Choose new Chair

Committee membership update to fill vacancies:

- Review School Committee direction on how to fill vacancies
- Review any volunteers who expressed interest.

Look at & discuss RFQ draft

- RFQ working group share list of costs, fees, consultants from Sean Mangano, etc.
- RFQ working group share/discuss timeline

Feedback on Website

Discuss environmental study process further

Discuss how to manage requests for comment from the press

Discuss role of Chair

Future Meeting Planning: Review dates

Adjourn

## 2. RFQ Draft

RFQ #ARPS 18-119

### Town of Amherst



### Request for Qualifications [RFQ]

- - -

The Town of Amherst  
Town Accountant's Office  
Town Hall  
4 Boltwood Avenue  
Amherst, Massachusetts 01002

- - -

Applications must be submitted in **triplicate**, enclosed in outer and inner envelopes, both of which shall be sealed and clearly labeled with the words:

#### **PROPOSAL DOCUMENTS FOR RFQ #ARPS 18-119: FORT RIVER SCHOOL FEASIBILITY STUDY**

Bids shall be submitted no later than 2:00PM on **Wednesday, June 15, 2011**  
and can be mailed or delivered to:

Town Accountant's Office  
Town Hall  
4 Boltwood Avenue  
Amherst, Ma 01002

Questions shall be directed to Anthony P. Delaney, [delaneya@amherstma.gov](mailto:delaneya@amherstma.gov)

## **PART I.**

### **Purchase Description**

The Town of Amherst, as Awarding Authority, invites SEALED PROPOSALS for the procurement set forth below:

A qualified designer/architectural firm, within the meaning of Massachusetts General Law chapter 7C, to provide professional design services which will include options in a feasibility study to address improvements to the Fort River School site.

The estimated construction budget for a potential project may range from to depending on the solution selected by the Town. The fee for designer services will be **for a lump sum fee that is to be negotiated.**

### **Background Information**

Fort River Elementary School is located at 70 South East Street in Amherst, MA and is one of three elementary schools in the town of Amherst. The building was built in 1973 with an “open-classroom” style layout. Some changes to the building have been made since the initial construction, but the open-classroom nature of the layout remains. The building area is approximately eighty-two thousand square feet (82,000 ft<sup>2</sup>) and the site is approximately eleven and five tenths (11.5) acres and abuts the Fort River. The school currently serves about 350 students in grades K-6.

In May of 2017 Town Meeting authorized the creation of the Fort River School Building Committee to perform a feasibility study:

"...site and building feasibility and schematic design options for Fort River School including: site, structural, and environmental analysis; implementation of a community engagement process; development of an education program; initial schematic drawings of selected preferred options; and initial schematic designs and independent cost estimates of those designs..."

Although the submission of a Statement of Interest to the Massachusetts School Building Authority (MSBA) is anticipated, this committee's work is not part of a current MSBA project. All options explored as part of the study process must include accommodating grades pre-kindergarten through 6th grade.

The Town and this committee are interested in understanding a range of options for improving and updating the Fort River Elementary School, particularly the problems associated with the open-classroom design. Design work should include renovation/addition/demolition (not limited to the current footprint of the building) as well as new construction. Designs should also be cognizant of the Town's other capital project needs and provide options that span a range of budgets, including fiscally conservative choices.

Historical energy costs for the building are available as Attachment C.

## Project Objectives

The feasibility study shall include full site, structural, geotechnical and environmental analysis of the Fort River Elementary School building and site to house a pre-kindergarten through sixth grade elementary school.

The design shall address problems identified at the Fort River site, including:

- Health
  - Poor air quality
  - Mold
  - Improper ventilation
  - Uneven air exchange and temperature
  - ADA non-compliance in bathrooms
  - Lack of hot water in bathrooms
- Safety
  - Trip and fall hazards
  - Pedestrian and vehicle traffic flow
  - Blocked egress due to snow and freezing doors
  - Windows lack insect screens
- Emergency systems
  - Fire alarm system does not meet current code and is not ADA compliant.
  - Outdated PA and broken timekeeping systems
- Security
  - Points of entry are difficult to secure
  - Main office located in center of building, away from doors
  - Alarm system is obsolete
  - Lack of access control throughout building
  - Inadequate backup generator
- Education
  - Outdated open-environment classroom design
  - Insufficient wiring
  - ADA non-compliance
  - Lack of auditorium space
  - Music room, computer labs and special education rooms are in suboptimal, converted spaces
- Structure
  - Cracks in block walls
  - Inadequate electrical system
  - Deteriorating plumbing

The feasibility study shall include a study of all alternatives and contain a final design program, space summary, budget statement for educational objectives, and a proposed total project budget.

- Concept-level site plan alternatives that address all fundamental site considerations (orientation, access and egress, drop-off, pick-up and parking, service, outdoor education and play spaces, grading, accessibility, etc.)
- Building massing and organization at a diagrammatic level of development that addresses all fundamental site considerations.
- Simplified school building program of appropriately sized elements (rooms, etc.)
- High level regulatory analysis including zoning, building, site accessibility, historic, conservation, Article 97m eminent domain, etc.
- High level site constraints analysis including easements, underground utilities, geotechnical, environmental, etc.
- Traffic and parking analysis.

New construction will consider the Town's Net Zero Energy bylaw.

Project objectives under consideration by the Town include:

### Scope of Services

The required scope of services is set forth in the Town's Standard Design Contract ("Contract"), a copy of which is attached hereto and incorporated herein by reference as Attachment B. If the Town decides to project beyond the feasibility study phase, the Contract may be amended accordingly.

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in the Contract for Designer Services as amended and this RFQ including all investigative work (to the extent provided for in the Contract) and the feasibility study. This RFQ will be appended to and become part of the Contract for Designer Services. Any Designer selected as a result of this RFQ will be required to execute the Contract for Designer Services and applicable amendment that are attached hereto.

The successful respondent will be required to provide a certificate of professional liability insurance at the time of contract execution indicating minimum coverage in the amount of **per occurrence, per aggregate**.

Basic services include, but are not limited to, verification of existing record information including building dimensions, details and general existing conditions, cost estimating, architecture, civil, sanitary, mechanical, electrical, plumbing, fire protection, structural, site planning and landscape architecture, basic environmental permitting, graphics, lighting design, acoustics, data and communication, educational consultants, any specialty consultants for sustainable design (LEED/MA-CHPS), laboratory, library/media center and kitchen space, code consultants, accessibility, energy evaluations, detailed cost estimates; preparation of construction documents; bidding and administering the Construction Contract Documents and other design and consulting services incidental and required to fulfill the project goals.

Extra and reimbursable expenses are defined in Articles 9 and 10 of the Contract.



### Local Bylaws

Applicants should be aware of two local bylaws that have been passed at recent Town Meetings. These bylaws have not yet been certified by the Attorney General, but are expected to be before completion of this project.

[Article 28 of the 2017 Annual Town Meeting](#) requires the allocation of one-half percent (0.5%) of the capital costs of any town construction, renovation or capital improvement project over \$100,000 for the creation and maintenance of public art.

[Article 15 of the Fall 2017 Special Town Meeting](#) requires that all Town buildings and building additions over \$1,000,000 be designed and constructed to meet net zero energy requirements.

### Project Phase & Work Plan

#### Pre-submission Conference

An optional pre-bid conference and site walkthrough will be held at the Fort River Elementary School, 70 South East St., Amherst, MA on **Wednesday, January 17, 2018 from 11am to noon.**

## **PART II.**

### **Proposal Submission Terms and Requirements**

1. Proposals must be received before the date and time ("the proposal deadline") and at the place, as follows:

DATE: **Wednesday, June 15, 2011**

TIME: 2:00 p.m.

PLACE: Town Accountant's Office in the Town Hall

2. Wherever applicable, the conditions of Employment and Prevailing State Wage Rate, as set forth by the Massachusetts Department of Labor and Industries, as contained in specifications, shall prevail in the execution of work under this contract.
3. The Town of Amherst reserves the right to reject any and all proposals in whole or in part, and to waive minor informalities, when at its sole discretion is deemed to be in the best interests of the Town and to the extent permitted by law.
4. Proposals that meet all quality requirements shall be evaluated based on responsiveness to the criteria, terms and conditions contained in this RFQ and its attachments. Failures to follow the instructions, meet the criteria, or agree to the terms and conditions contained in this RFQ may be cause for rejection of the proposal as nonresponsive.
5. All proposals shall be submitted to the Town, as and where set forth above, on or before the proposal deadline. Proposals and unsolicited amendments to proposals received by the Town after the proposal deadline will not be considered, and requests for extensions of time will not be granted. Proposers who mail proposals should allow sufficient time for receipt by the Town by the proposal deadline. Proposal received after the proposal deadline will be returned to the proposer unopened.
6. All proposals shall be signed in ink by the proposer. If the proposer is a corporation, the authority of the individual signing shall be endorsed upon, or attached to, the proposal and certified by the clerk of the corporation.
7. All proposals submitted shall be binding upon the proposer for a minimum period of thirty (30) calendar days following the opening of proposals.
8. Proposals submitted to the Town shall be securely kept and shall remain unopened until the proposal deadline and the opening of proposals.
9. Proposals once submitted may, upon request of the proposer prior to the proposal deadline, be withdrawn or amended. If amended, resubmission of the proposal shall comply with all requirements of this RFQ.

10. Negligence on the part of the proposer in preparing the proposal confers no right of withdrawal after the proposal deadline. The Town does not assume any responsibility for errors, omissions, or misinterpretations, which may have resulted in whole or in part from the use of incomplete proposal documents. Any proposer finding an ambiguity, inconsistency, or error shall promptly notify the Town.
11. If it becomes necessary to revise any part of this RFQ or if additional data are necessary to enable an exact interpretation of provisions, such addenda will be provided to all proposers who have requested this RFQ. No addenda will be issued within the immediate three (3) business day period prior to the proposal deadline.
12. Questions and inquiries will be accepted from any and all proposers and must be in writing. Questions will be answered in writing and both questions and answers will be distributed to all proposers who receive the RFQ provided, however, that all questions are received at least ten (10) days in advance of the proposal deadline.
13. By submitting a proposal in response to this RFQ, the proposer shall be deemed to have certified that no officer, agent, or employee of the Town has a direct or substantial financial interest in the procurement, that the proposal is submitted in good faith and exclusively on proposer's own behalf, without fraud, collusion or connection of any kind with any other proposer for the same work or with any undisclosed party.
14. All terms and provisions contained in the "LEGAL NOTICE" of this procurement (a copy of which is attached hereto) are incorporated by reference into this RFQ.
15. The proposal price(s) shall be written both in words and figures, and in the case of a discrepancy between the two the amount in words shall govern.
16. It is understood, agreed upon and made a part hereof, and shall be a part of the contract, that the contract entered into between the Town and the successful proposer shall not be assigned or assignable by way of sub-contract or otherwise, unless or until the Town shall have first assented thereto in writing.
17. The Town of Amherst reserves the right to modify any specifications and submission requirements associated with the proposal and the scope of the project.
18. All proposals must be submitted on the forms provided or on attachments approved in advance by the Town.
19. All information concerning materials, warranties, guarantees, complete plans, and complete specifications are due at the time of the proposal opening.
20. The Town reserves the right to postpone award of contract for one year if any unanticipated constraints arise in the evaluation of proposals.

21. All bids must include a signed copy of the following: non-collusion form, tax compliance certificate, certificate of authority and bid pricing sheet.

### Additional Submission Instructions

#### Submission Logistics

All proposals must be submitted in triplicate in a sealed package, with the submitters' name, project name and project number included on the outside of the package.

Submissions received late or submissions received at other than the designated location will be returned to the submitter unopened.

#### Contents of Written Proposals

Care should be taken by the proposing firms to present a succinct but informative proposal. The following is a list of minimum information to be included in the written proposals to be submitted:

1. Description of Firm: Name, address, phone number, fax number and email address. History and description of the firm, including number of personnel in each discipline and a description of in-house services.
1. Certificate of Legal Existence: Including name and addresses of persons controlling the legal entity.
2. Financial Stability: statement concerning the financial stability of the applicant, must include the most recent year-end balance sheet and income statement.
3. Organization: Proposed project organization, including resumes of key personnel proposed for this project, and an organization chart delineating internal relationships and external consultant responsibilities. Resumes shall indicate years of experience and length of employment.
1. Consultants: List any and all consultants, including their disciplines, which the firm plans to utilize on this project. A description of each consultant's firm must be supplied. Consultants are to be included as part of basic services.
2. Project Specific Thoughts and Ideas: Provide any materials that will demonstrate your design team's sensitivity, creativity, and insight into the issues related to the project.
1. Project Approach: A management plan and detailed task schedule outlining the firm's intended approach to this project and plan for working with the Owner to ensure a successful project should be presented.
4. Massachusetts Project Experience: A list of all public projects in Massachusetts's for which the applicant has entered into contract for architectural services within the past 5 years.
5. Similar Project Experience: Description of similar experience. Include the following reference information at a minimum:
  - Name of Project
  - Owner, Owner's Representative, telephone numbers
  - Dollar value of the project
  - Design schedule
  - Completion date

- Principal-in-Charge and Project Architect
1. Current Workload:
    - Name of projects
    - Owner's Representative and telephone number
    - Dollar value of the project
    - Design schedule
    - Completion date
    - Principal and Project Architect in charge
  2. Standard Designer Application Form: In accordance with M.G.L.c.7 §38K(b) proposals from designers must include the form "Standard Designer Application Form for Municipalities and Public Agencies Not with DSB Jurisdiction."
  3. Certificates: Submission of the following Certificates:
    - Certificate of Tax Compliance
    - Certificate of Non-Collusion
    - Certificate of Corporate Authority
  4. Insurance: Statement that the applicant and any consultants presently have, or can obtain, the insurance requirement listed under Minimum Qualifications.
  5. Litigation: List any and all lawsuits you have been a party to in the last five years, and the position your firm has taken.
  6. Town Standard Designer Contract: List any and all exceptions to the draft copy of the contract as included with this RFQ. Any exceptions not noted at the time of proposal submission will not be considered, and exceptions taken at a later date may be grounds for disqualification of the applicant.
  7. Addenda: Applicants must acknowledge the receipt of any addenda issued by the Town of Amherst. Failure to acknowledge any addenda will result in disqualification of the applicant. It is the applicant's responsibility to ensure receipt of any addenda.

### Fee Proposals

No fee proposals should be submitted with the applicant's proposal. Once the top ranked finalists has been chosen, a fee will be negotiated. The finalist shall submit proposed fees for design services in the form of a "not to exceed" fixed lump sum as outlined in this RFQ. The finalist must be able to submit the fee proposal within three (3) working days of being notified by the Town.

The fee must be based on the contractual terms of the Owner/Architect Agreement included as Attachment B.

Also include hourly billing rates to be used if invoicing optional additional services. Rates for each of the job classifications listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.

- Principal
- Project Architect
- Project Manager
- Draftsman

Billing rates for consultants shall be comparable to those listed above.

### **PART III.**

#### **Minimum Qualifications**

To be eligible for selection, the Designer must meet the following minimum qualifications:

1. Be a qualified Designer within the meaning of M.G.L. Chapter 7C, Section 44, employing a Massachusetts registered architect responsible for and being in control of the services to be provided pursuant to the Contract.
2. The Massachusetts registered architect responsible for and in control of the services to be provided has successfully completed the Massachusetts Certified Public Purchasing Official Program seminar "Certification for School Project Designers and Owner's Project Managers" as administered by the Office of the Inspector General of the Commonwealth of Massachusetts, and must maintain certification by completing the "Recertification for School Project Designers and Owner's Project Managers" seminar every three years thereafter. Proof of re-certification or registration in the next recertification seminar for which space is available must be provided.
3. A thorough knowledge of the Massachusetts State Building Code, Massachusetts Architectural Access Board, the Americans With Disabilities Act, and all other local, state and federal codes that would apply to this project.
4. A thorough knowledge of all public bid laws, including to but not limited to M.G.L. Chapter 149, Section 44A-1/2.
5. Prior experience in design and construction of projects of similar size, cost and complexity.
6. Financial and operational ability to perform the design services on this project.
7. Experience relating to "green" building design and construction, including "zero energy building" design.
8. Submission of a completed Certificate of Non-Collusion by the applicant.
9. Submission of a completed Certificate of Tax Compliance Certification by the applicant.
10. Submission of a completed Certificate of Corporate Authority by the applicant.
11. The selected entity shall be required to carry at their expense professional malpractice and/or errors and omissions insurance with limits of at least \$1,000,000 per claim and \$3,000,000 aggregate, with a deductible of no more than \$25,000.00 per claim. The selected entity shall also carry general liability and motor vehicle insurance policies listing the Town as additionally insured in the amount of \$1,000,000 per occurrence and \$3,000,000 aggregate for bodily injury and property damage liability.
12. The selected entity shall also agree to indemnify and hold harmless the Town, Town Officials, employees, boards, commission, agents and representatives against all claims, course of actions, suits, damages and liability of any kind which arise out of the negligence or willful misconduct of the selected entity.

#### **Selection Process**

All qualifications shall be received and evaluated in conformance with the requirements of Massachusetts General Laws Chapter M.G.L. c. 7C, §§ 44-57 (formerly M.G.L. c. 7C, §§ 38A1/2-O), Public Building Projects Design Services as amended. Each proposal shall be reviewed by a selection board **comprised of**, who will evaluate the qualifications for completeness and verify that the Minimum Qualifications specified in Article XX herein have been met. Incomplete qualifications and/or failure to meet minimum criteria will disqualify the qualifications from further consideration.

Proposals will be evaluated upon the criteria for selection set forth and will then be ranked in order of qualification. The first, second, and third ranked proposals will be further reviewed and evaluated, including reference checks, by the committee. This further review may include interviews or provide the opportunity to provide additional information to the committee.

The Town reserves the right to request further information from the three highest ranked applicants.

Applications must be accompanied by a concise cover letter that is a maximum of two pages in length. A copy of the cover letter should be attached to each copy of the application. The cover letter must include the certifications as noted in Section XX of this RFS. (A copy of the MCPPO certification should be attached to the cover letter as well as any SDO letters.)

Applicants may supplement this proposal with graphic materials and photographs that best demonstrate design capabilities of the team proposed for this project subject to the page limitations as set forth in the Standard Designer Application Form.

#### Evaluation Criteria

Each of the following criteria will be evaluated by the selection board and rated as follows “Highly advantageous,” “Advantageous,” “Non-advantageous,” and “Unacceptable.”

In evaluating proposals, the Owner will consider the members of the proposed design team. Identify those member(s) of the proposed design team who will be responsible for the following categories of work: (Firm’s name, individual’s name and professional registration or license number, as applicable, must be listed in the application for each category of work, as well as whether the firm is SDO certified as an MBE and/or WBE).

Architect  
Environmental Permitting  
Hazardous Materials  
Civil Engineering  
Structural Engineering  
Landscape Architecture  
Acoustical Consultant  
Specifications Consultant  
Sustainable/Green Design/Renewable Energy Consultant  
Cost Estimating



Accessibility Consultant  
Traffic Consultant  
Code Consultant  
Security Consultant

**\*\*N.B. –**

Applicants must address each category of work listed above in their application whether it is to be performed by in-house staff or by sub-consultant(s).

The members of the team for each of the categories of work listed above must be identified including the firm's name, individual's name and professional registration or license number, as applicable, as well as whether the firm is SCDO certified as an MBE and/or WBE.

Failure to address each category may result in the elimination of the applicant from consideration on this project.

The minority and women-owned business enterprises must be selected to perform services addressing the categories of work listed above or be assigned to tasks required under Basic Services as specifically set forth in the Contract for Designer Services as amended. Consultants other than those proposed for the categories of work listed above or required to perform Basic Services may not be used for purposes of meeting M/WBE requirements. Applicants are strongly encouraged to utilize multiple disciplines and firms to meet their MBE/WBE goals. Consultants to the prime Designer can team within their disciplines in order to meet the MBE/WBE goals but must state this relationship on the organizational chart (Section 6 of the application form).

The following criteria, listed in random order, are likely to be considered in evaluating firms to be interviewed based upon written proposal submissions:

- A. Financial stability of firm.
- B. Capability of the firm to handle the schedule, size and scope of the work.
  - a. Current project workload
  - b. Size of overall staff
- C. Experience of the applicant's firm and specific individuals assigned to this project will be evaluated. The experience shall demonstrate:
  - a. Successful experience with similar scope of public projects in the evaluation, planning, and design of school and recreational facilities.
  - b. Past performance on public projects and working knowledge of Massachusetts General Laws Chapter 149 and 149A relating to public construction projects.
  - c. Knowledge of contemporary education theories and practice
  - d. How such knowledge has been reflected in past designs, and
  - e. Knowledge of Massachusetts School Building Authority requirements
- D. Professional qualifications, licenses, and accreditations of individual team members staffing the project including Project Manager and Project Designer and consultants.
  - a. The appropriateness of the project organization, the identity and qualifications of the individuals assigned, including sub-consultants, responsible for this project and the role of each individual in completion of the project.
- E. Design excellence in past projects.

- F. Approach to answering the question(s) provided
- G. The applicant's demonstrated ability to prepare and support effective implementation plans, including the ability to accurately estimate costs and meet schedules.
- H. Reference checks.
  - a. at least two (2) references from each of five (5) similar project completed or in progress during the last five (5) years. References may be from clients, sub-consultants and contractors.
- I. Geographical proximity of the firm to the project site or willingness of the firm to make site visits and attend local meetings as required by the client.
- J. Quality of presentation to the Town
- K. Additional criteria that the Owner considers relevant to the project.
- L. Completeness of the proposal
  - a. "Highly advantageous" if the proposal is complete and thorough in every detail;
  - b. "Advantageous" if one (1) to two (2) clarifications are needed;
  - c. "Non-advantageous" if between three (3) and five (5) clarifications are needed;
  - d. "Unacceptable" if more than five (5) clarifications are needed.
- M. Overall quality of the proposal.
  - a. "Highly advantageous" if of outstanding quality;
  - b. "Advantageous" if of good quality;
  - c. "Non-advantageous" if of fair quality;
  - d. "Unacceptable" if of less than fair quality
- N. Experience with similar projects with emphasis on similar Public Bid school feasibility projects at an occupied building, where a high degree of coordination and planning is needed to avoid disruption and delays.
  - a. "Highly advantageous" if five (5) or more similar projects successfully completed within the last three (3) years;
  - b. "Advantageous" if between one (1) and three (3) similar projects successfully completed within the last five (5) years;
  - c. "Non-advantageous" if no similar projects successfully completed within the last five (5) years and/or the projects had problems.
- O. Identify and set forth qualifications of the in-house staff and outside consultants (if needed) who will work on the project. Include the individual who will serve as the contact person and have primary responsibility for the project. The technical team shall not include office support or clerical staff.
  - a. "Highly advantageous" if all members of the technical team have ten (10) or more years of relevant work experience and technical qualifications;
  - b. "Advantageous" if all members of the technical team have between five (5) and ten (10) years experience and technical qualifications;
  - c. "Non-advantageous" if all members of the technical team have less than five (5) years experience and technical qualifications;
  - d. "Unacceptable" if any member has no experience and technical qualifications.
- P. Clearly established capacity to begin the project immediately and ability to meet the design schedule.
  - a. "Highly advantageous" if work can begin within five (5) workdays of the date of contract execution and key dates will be met;

- b. "Advantageous" if work can begin between six (6) days to fifteen (15) days from the date of contract execution and only slight variance from the design schedule;
- c. "Non-advantageous" if work can begin between sixteen (16) and twenty (20) days from the date of contract execution and more than (2) weeks slippage on design schedule;
- d. "Unacceptable" if work cannot begin until after twenty (20) days from the date of contract execution and or the design schedule will slip three weeks or more.

**PART IV.**

**Standard Forms**

Bidders must submit: Attachment A – Designer Application Form (the Standard Designer Application Form for Municipalities and Public Agencies not within the DSB Jurisdiction), as well as the following three (3) forms:

## **CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

---

Signature of individual submitting bid or proposal

---

Name of Business

# **CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security or Federal I.D. number

\_\_\_\_\_  
Signature: Individual or Corporate Officer

\_\_\_\_\_  
Date

## **PLEASE PRINT**

**Corporate Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

## CERTIFICATE OF AUTHORITY

At a duly authorized meeting of the Board of Directors of the

\_\_\_\_\_ held on \_\_\_\_\_  
(Name of Corporation) (Date)

At which all the Directors were present or waived notice, it was voted that,

\_\_\_\_\_ (Name) \_\_\_\_\_ (Officer)

of this company, be appointed and is hereby authorized to execute contracts and bonds in the name and behalf of said company, and affix its Corporate Seal thereto, and such execution of any contract or obligation in this company's name on its behalf by said officer, under seal of the company, shall be valid and binding upon this company.

A TRUE COPY,

ATTEST: \_\_\_\_\_  
(Clerk)

Place of Business: \_\_\_\_\_

DATE OF THIS CONTRACT: \_\_\_\_\_

I hereby certify that I am the Clerk of the \_\_\_\_\_

that \_\_\_\_\_ is the duly elected \_\_\_\_\_

of said company, and the above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

\_\_\_\_\_  
(Clerk) (Corporate Seal)

### **PART V**

Attachments

Attachment A – Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction

Attachment B – Town of Amherst Standard Design Contract

Attachment C – Historical Energy Costs

Previous statements of interest?





**PART VI**

**Insertion Order**

TYPE OF AD: Legal

PUBLICATION(S) & PUBLICATION DATES:  
DAILY HAMPSHIRE GAZETTE – ??/??/????  
CENTRAL REGISTER – ??/??/??

PLEASE BILL:

Accounting  
Town Hall  
4 Boltwood Ave  
Amherst, MA 01002

BODY OF AD: The Town of Amherst is inviting applications from designer/architectural firms to provide professional design services, including options in a feasibility study, to address improvements to the Fort River Elementary School building and site.

There is no program for this building project. A briefing session will be held at 11am on Wednesday, January 17, 2018 at Fort River School, 70 South East St., Amherst.

Applicants must have a Massachusetts-registered architect with at least 5 years relevant experience in the design of public construction projects and Massachusetts registration and licensing in all other applicable disciplines.

The contract for these services will be for a lump sum fee that is to be negotiated, not to exceed.

Requests for qualifications may be obtained at [www.amherstma.gov/bids](http://www.amherstma.gov/bids) or by contacting Anthony P. Delaney at [delaneya@amherstma.gov](mailto:delaneya@amherstma.gov), at (413) 259-3026, or at the the Town Accountant's Office, Town Hall, 4 Boltwood Ave, Amherst, MA 01002.

Proposals shall be submitted no later than 2:00 p.m. on Wednesday, June 11, 2011, to the Town Accountant's Office at the same address.

The Town reserves the right to reject or accept any or all proposals, in whole or in part. In accordance with the Town of Amherst's M/WBE Program, minority and women-owned business are encouraged to submit proposals.

**Submitted by Haley Riemer-Peltz, official minute recorder for the Fort River School Building Committee.**